

## Accessing and Using the Department of Employee Trust Fund's (ETF) SFTP Sever

- Follow this link: <https://ft.etf.wi.gov/thinclient/>
- Log in (using the user ID and password provided by ETF, which are case sensitive)
- Select Login



- Now you will be at the home directory (working folder)
- Select the file(s) you would like to download
- Select the **Download File** button (located near the top of the screen)
- Depending on your browser's security settings, you may have to respond to a security warning to allow the download
- Once the file transfer is complete, select **Logout** in the upper right hand corner of the screen